

NOTICES OF SUBSTANTIVE POLICY STATEMENTS

The Administrative Procedure Act requires the publication of substantive policy statements issued by agencies (A.R.S.) § 41101(B)(14)). Substantive Policy Statements are written expressions which inform the general public of an agency's current approach to rule or regulation practice substantive policy statement does not include internal procedural documents which may only affect the internal procedures of the agency and does not impose additional requirements or penalties on regulated parties in accordance with A.R.S. Title 41.

NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF ECONOMIC SECURITY

1. **Title or subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:**
Unemployment Insurance Instruction Memo C-118, Limited Liability Company and Limited Liability Partnership
DES 3 - Income Maintenance; Article 17 - Contributions
2. **Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:**
March 4, 1996
3. **Summary of the contents of the substantive policy statement:**
This policy lists the conditions under which an individual who performs services for a limited liability company or a limited liability partnership may be considered an employee and the remuneration for those services considered wages liable for unemployment tax.
4. **A statement as to whether the substantive policy statement is a new statement or a revision:**
Revised 1995 statement.
5. **The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:**
Name: Dave Berggren, ESA Technical Support Manager
Address: Department of Economic Security
1789 West Jefferson, Site Code 701B4
Phoenix, Arizona 85007
Telephone: (602) 542-3771
Fax: (602) 542-3690
6. **Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:**
Copies are available in the DES Authority Library, 1789 West Jefferson, Phoenix, Arizona 85007, Site Code 810Z1, or from the person identified in question 5. The 1st copy is free to a member of the public for a non-commercial purpose. Additional copies are available at 25¢ per page.

NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF ECONOMIC SECURITY

1. **Title or subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:**
Administrative Review
DES 7 - Division of Child Support Enforcement, PO08BQ - Enforcement
2. **Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:**
December 23, 1994
3. **Summary of the contents of the substantive policy statement:**
This policy describes the process for administrative review in child support cases at the request of the custodial or non-custodial parent; pertains to cases submitted for tax offset, credit reporting, or collection agencies based on delinquency and arrearage amounts due.
4. **A statement as to whether the substantive policy statement is a new statement or a revision:**
Revised statement: December 23, 1994

Arizona Administrative Register
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5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:

Name: Christina S. Doss, Acting Policy Manager
Address: Department of Economic Security/DCSE
3443 North Central, Site Code 776A
Phoenix, Arizona 85012
Telephone: (602) 274-7951
Fax: (602) 274-8250

6. Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:

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NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF ECONOMIC SECURITY

1. Title or subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:

Medical Support Enforcement
DES 7 - Division of Child Support Enforcement, PO08BK - Enforcement

2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:

April 26, 1996

3. Summary of the contents of the substantive policy statement:

This policy describes the Division's procedures for enforcing medical support on behalf of a child of an absent parent.

4. A statement as to whether the substantive policy statement is a new statement or a revision:

Revised statement: April 26, 1994

5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:

Name: Christina S. Doss, Acting Policy Manager
Address: Department of Economic Security/DCSE
3443 North Central, Site Code 776A
Phoenix, Arizona 85012
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NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF ECONOMIC SECURITY

1. Title or subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:

Review and Adjustment of Court Orders
DES 7 - Division of Child Support Enforcement, PO08BH - Enforcement

2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:

April 5, 1991

3. Summary of the contents of the substantive policy statement:

This policy describes the Division's method and process of handling periodic review and adjustment of support orders in Title IV-D cases. The policy defines the prescreening, evaluation and modification process, adjustment criteria, interstate request, and timeframes in meeting federal requirements for review and adjustment of court orders.

4. A statement as to whether the substantive policy statement is a new statement or a revision:

Revised statement: April 5, 1991

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5. **The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:**

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NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF ECONOMIC SECURITY

1. **Title or subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:**

Confidential Information
DES 7 - Division of Child Support Enforcement, PO12AG - Security Management

2. **Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:**

April 5, 1991

3. **Summary of the contents of the substantive policy statement:**

This policy describes the Division's methods of safeguarding confidential information and how staff should handle breaches of confidentiality.

4. **A statement as to whether the substantive policy statement is a new statement or a revision:**

Revised statement: April 5, 1991

5. **The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:**

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1. **Title or subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:**

Civil Contempt
DES 7 - Division of Child Support Enforcement, PO08BA - Enforcement

2. **Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:**

April 5, 1991

3. **Summary of the contents of the substantive policy statement:**

This policy describes the Division's criteria for referring cases to Superior Court for a contempt action.

4. **A statement as to whether the substantive policy statement is a new statement or a revision:**

Revised statement: April 5, 1991

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5. **The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:**
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DEPARTMENT OF ECONOMIC SECURITY

1. **Title or subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:**
Professional Licenses
DES 7 - Division of Child Support Enforcement, PO08AT - Enforcement
2. **Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:**
April 5, 1991
3. **Summary of the contents of the substantive policy statement:**
This policy describes the Division's method in evaluating a case for referral to the Attorney General's Office when the non-custodial parent is a member of a profession or occupation governed by A.R.S. Title 32.
4. **A statement as to whether the substantive policy statement is a new statement or a revision:**
Revised statement: April 5, 1991
5. **The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:**
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1. **Title or subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:**
Unemployment Insurance Benefit Deduction
DES 7 - Division of Child Support Enforcement, PO08AJ - Enforcement
2. **Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:**
September 22, 1991
3. **Summary of the contents of the substantive policy statement:**
This policy describes the Division's method and procedures for obtaining a wage assignment against unemployment insurance benefits; how to notify the non-custodial parent; what calculation is to be used in determining the amount of the weekly deduction.
4. **A statement as to whether the substantive policy statement is a new statement or a revision:**
Revised statement: September 22, 1991

Arizona Administrative Register
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5. **The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:**

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NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF ECONOMIC SECURITY

1. **Title or subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:**

Enforcement Orders of Assignment - Allocation of Support Payments
DES 7 - Division of Child Support Enforcement, PO08AG - Enforcement

2. **Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:**

April 5, 1991

3. **Summary of the contents of the substantive policy statement:**

This policy describes the Division's methods and procedure for allocation of the non-custodial parent's monthly withholding amount; explains the priority claims to current support orders; in cases where the withholding does not meet the maximum allowable withholding amount, how the remaining sum is to be allocated.

4. **A statement as to whether the substantive policy statement is a new statement or a revision:**

Revised statement: April 5, 1991

5. **The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:**

Name: Christina S. Doss, Acting Policy Manager
Address: Department of Economic Security/DCSE
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1. **Title or subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:**

Reporting to Consumer Reporting Agencies
DES 7 - Division of Child Support Enforcement, PO08AD - Enforcement

2. **Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:**

April 5, 1991

3. **Summary of the contents of the substantive policy statement:**

This policy describes the Division's method and procedures for reporting overdue child support cases to consumer reporting agencies.

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4. **A statement as to whether the substantive policy statement is a new statement or a revision:**

Revised statement: April 5, 1991

5. **The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:**

Name: Christina S. Doss, Acting Policy Manager

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NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF ECONOMIC SECURITY

1. **Title or subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:**

Tax Offset

DES 7 - Division of Child Support Enforcement, PO08AA - Enforcement

2. **Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:**

April 5, 1991

3. **Summary of the contents of the substantive policy statement:**

This policy describes the Division's general submission criteria for tax refund offset through Internal Revenue Service and the Department of Revenue.

4. **A statement as to whether the substantive policy statement is a new statement or a revision:**

Revised statement: April 5, 1991

5. **The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:**

Name: Christina S. Doss, Acting Policy Manager

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NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF ECONOMIC SECURITY

1. **Title or subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:**

Case Closure

DES 7 - Division of Child Support Enforcement, PO01AA - Case Management

2. **Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:**

October 5, 1993

3. **Summary of the contents of the substantive policy statement:**

This policy describes the Division's criteria and procedures for handling case closures. The policy explains when the Division may or may not close a case.

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4. A statement as to whether the substantive policy statement is a new statement or a revision:
Revised statement: October 5, 1993
5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:
Name: Christina S. Doss, Acting Policy Manager
Address: Department of Economic Security/DCSE
3443 North Central, Site Code 776A
Phoenix, Arizona 85012
Telephone: (602) 274-7951
Fax: (602) 274-8250
6. Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:
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NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT
DEPARTMENT OF ECONOMIC SECURITY

1. Title or subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:
Intake
DES 7 - Division of Child Support Enforcement, PO02AA - Intake
2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:
November 9, 1994
3. Summary of the contents of the substantive policy statement:
This policy describes the Division's procedures for handling initial requests for child support enforcement assistance, both requests from non-custodial and custodial parents. The policy explains when the Division can or cannot accept a paternity establishment request from a non-custodial parent.
4. A statement as to whether the substantive policy statement is a new statement or a revision:
Revised statement: November 9, 1994
5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:
Name: Christina S. Doss, Acting Policy Manager
Address: Department of Economic Security/DCSE
3443 North Central, Site Code 776A
Phoenix, Arizona 85012
Telephone: (602) 274-7951
Fax: (602) 274-8250
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NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT
DEPARTMENT OF ECONOMIC SECURITY

1. Title or subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:
Debt Management
DES 7 - Division of Child Support Enforcement, PO03AA - Debt Establishment
2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:
April 26, 1996

Arizona Administrative Register
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3. Summary of the contents of the substantive policy statement:

This policy describes the Division's procedures for establishing child support debts owed to custodial parents on behalf of children with absent parents. The policy describes how to handle cases with local Arizona orders and a responding order simultaneously in effect when orders do not specifically state when or where payments are to be made; how to handle unsigned minute entries, temporary orders, and modifications to child support with or without spousal maintenance; when credit will or won't be given for direct support payments that should be paid through the clerk of court's office; the requirement to obtain an affidavit of direct payments from a custodial parent; how to calculate arrearages; how arrearages become assigned to the state; how to calculate arrearages upon remarriage of custodial parents to non-custodial parents to non-custodial parents; when to establish or delete debts.

4. A statement as to whether the substantive policy statement is a new statement or a revision:

Revised statement: November 30, 1994

5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:

Name: Christina S. Doss, Acting Policy Manager

Address: Department of Economic Security/DCSE
3443 North Central, Site Code 776A
Phoenix, Arizona 85012

Telephone: (602) 274-7951

Fax: (602) 274-8250

6. Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:

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NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF ECONOMIC SECURITY

1. Title or subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:

Paternity
DES 7 - Division of Child Support Enforcement, PO05AE - Paternity Establishment

2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:

December 2, 1994

3. Summary of the contents of the substantive policy statement:

This policy describes the Division's obligation to establish paternity; details good cause issues with exceptions; what timeframes exist for establishing paternity; process for genetic testing and establishment of genetic testing fees.

4. A statement as to whether the substantive policy statement is a new statement or a revision:

Revised statement: December 2, 1994

5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:

Name: Christina S. Doss, Acting Policy Manager

Address: Department of Economic Security/DCSE
3443 North Central, Site Code 776A
Phoenix, Arizona 85012

Telephone: (602) 274-7951

Fax: (602) 274-8250

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NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF ECONOMIC SECURITY

1. **Title or subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:**
Interstate Cases
DES 7 - Division of Child Support Enforcement, PO06AA - Interstate
2. **Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:**
April 5, 1991
3. **Summary of the contents of the substantive policy statement:**
This policy describes and lists the Division's procedures for handling cases where the custodial person and child reside in Arizona and the non-custodial parent resides in another state.
4. **A statement as to whether the substantive policy statement is a new statement or a revision:**
Revised statement: April 5, 1991
5. **The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:**
Name: Christina S. Doss, Acting Policy Manager
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NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF ECONOMIC SECURITY

1. **Title or subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:**
Child Support Guidelines
DES 7 - Division of Child Support Enforcement, PO07AB - Order Establishment
2. **Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:**
April 5, 1991
3. **Summary of the contents of the substantive policy statement:**
This policy describes the Division's methods and procedures in establishing a new or modified child support obligation and the applicability of child support guidelines; what income is and isn't used as an income source; how to proceed when a parent is unemployed; when to impute income; additions or adjustments to allowable deductions; details criteria for deviation from guidelines; and the impact of Social Security Disability benefits on child support.
4. **A statement as to whether the substantive policy statement is a new statement or a revision:**
Revised statement: April 5, 1991
5. **The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:**
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1. **Title or subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:**
Establishment Stipulation
DES 7 - Division of Child Support Enforcement, PO07AA - Order Establishment
2. **Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:**
April 5, 1991
3. **Summary of the contents of the substantive policy statement:**
This policy describes the Division's procedures in establishing child support obligations in local and responding cases; what relief should be addressed; how to apply child support guidelines in post paternity cases; methods used to calculate the amount of past support/interim support based on presumptive guidelines; how to determine gross income; and requirements to establish medical support.
4. **A statement as to whether the substantive policy statement is a new statement or a revision:**
Revised statement: April 5, 1994
5. **The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:**
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1. **Title or subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:**
Clearinghouse
DES 7 - Division of Child Support Enforcement, PO09AA - Clearinghouse
2. **Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:**
March 11, 1992
3. **Summary of the contents of the substantive policy statement:**
This policy describes the Division's automated method of handling collections pursuant to regulations and state plans; the priority of how payments will be applied toward debts.
4. **A statement as to whether the substantive policy statement is a new statement or a revision:**
Revised statement: March 11, 1992
5. **The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:**
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1. **Title or subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:**
Conflict of Interest
DES 7 - Division of Child Support Enforcement, Security Management - PO12AJ
2. **Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:**
April 5, 1991
3. **Summary of the contents of the substantive policy statement:**
This policy describes and lists the Division's procedures for handling cases where conflict of interest may arise due to an employee's relationship with a case participant.
4. **A statement as to whether the substantive policy statement is a new statement or a revision:**
Revised statement: April 5, 1991
5. **The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:**
Name: Christina S. Doss, Acting Policy Manager
Address: Department of Economic Security/DCSE
3443 North Central, Site Code 776A
Phoenix, Arizona 85012
Telephone: (602) 274-7951
Fax: (602) 274-8250
6. **Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:**
Copies are available in the DES Authority Library, 1789 West Jefferson, Phoenix, Arizona 85007, Site Code 810Z1, or from the person identified in question 5. The 1st copy is free to a member of the public for a non-commercial purpose. Additional copies are available at 25¢ per page.

NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

RADIATION REGULATORY AGENCY

1. **Title or subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:**
ARRA-PROG-2001 / Announced and Unannounced Inspections
2. **Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:**
Promulgated: May 1995
Revised: February 1, 1996
3. **Summary of the contents of the substantive policy statement:**
This policy requires that, in general, inspections be unannounced; the statement also discusses exceptions to that policy and the conditions for exceptions.
4. **A statement as to whether the substantive policy statement is a new statement or a revision:**
This is a revised statement.
5. **The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:**
Name: Aubrey V. Godwin, Director
Address: Radiation Regulatory Agency
4814 South 40th Street
Phoenix, Arizona 85040
Telephone: (602) 255-4845, ext. 222
6. **Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:**
Copies of this policy statement are available at a cost of 25¢ per page from the agency at the address listed above.